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UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

September 14, 1959

DEPARTMENTAL CIRCULAR NO. 1017

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: SIXTH ANNUAL PRESENTATION OF AWARDS BY THE  
NATIONAL CIVIL SERVICE LEAGUE

Mr. Nicholas J. Kelley, President of the National Civil Service League, has in the past few days invited the head of each agency to nominate individuals for consideration for the Career Service Awards which are granted annually by the League to ten outstanding career employees.

I want to urge each agency to review the accomplishments of its employees carefully and to make every effort to participate in the League's program. The recognition of outstanding Federal employees by this important and highly regarded, non-government organization is of great value to the Federal service. The resulting public recognition of the accomplishments of Federal employees not only brings added prestige to the Federal service, but in the long run improves the service by making it more attractive to capable and purposeful people.

Copies of the League's announcement, inviting the submission of nominations for the Sixth Career Service Awards, are attached. The closing date for nominations is December 1, 1959. Present plans are to grant the Awards on March 15, 1960. The attached announcement sets forth the procedure to be followed in nominating employees.

Inquiries concerning this circular may be directed to the Executive Director of the National Civil Service League, 315 Fifth Avenue, New York 16, N. Y. or to the Chief, Operations Improvement Division, U. S. Civil Service Commission, Washington 25, D. C. (telephone: Code 129, Extension 3166). Additional copies of the announcement may also be obtained from the Chief, Operations Improvement Division, U. S. Civil Service Commission, Washington 25, D. C.



Warren B. Irons  
Executive Director

Attachment: Award Announcement

Distribution: 3 copies to Heads of Agencies  
1 copy to Directors of Personnel  
3 copies to each Commission regional office  
3 copies to central office bureau directors, division  
chiefs and staff officials  
1 copy to central office library

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# *Career Service Awards*

**SIXTH ANNUAL PRESENTATION  
TO OUTSTANDING FEDERAL EMPLOYEES**



*National Civil Service League*

*1881-1959*

Approved For Release 2002/02/06 : CIA-RDP84-00313R000200230052-8

## *Career Service Awards*

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Sixth Annual Career Service Awards Program.

### *Purpose*

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: competence, efficiency, character, and service. Merit citations will be presented, in addition, to the ten nominees considered runners-up to the ten winners. Extensive publicity through television, radio, magazines, and newspapers will be given to the competition and the presentation of the awards.

### *The Award*

The Career Service Award will consist of a scroll. In addition, award winners will be guests of honor at a colorful dinner in Washington, D. C., to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

### *Basis of Selection*

#### *1. Competence*

A record of exceptional competence; evidence of sustained superior performance and devotion to public service.

#### *2. Service*

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression and not merely length of service.

#### *3. Character*

A record of integrity and devotion to the principles of public service.

### *Nomination of Candidates*

Agency and department heads are invited to nominate candidates. Men and women in all grades, salary levels, fields of work, and geographic areas are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records of service must be clearly identified as career employees who are making government service their life work.

Departments and agencies are urged to use a board of judges, such as their Incentive Awards Committee, in recommending to the Administrator or Secretary those to be nominated. Consideration should be given to prospective nominees in all occupations and phases of the agency's work and to those in the field and overseas as well as the departmental service. If the distance is too great for an awardee to attend the presentation ceremony, the award will be given in absentia. The decision of the judges will be final.

### *What to Submit*

No more than three employees may be nominated by each agency or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

1. A cover sheet containing:
  - a. The following pertinent data about the employee:

Name, title and grade	Length of government service
Organizational location	Marital status; number, ages,
Residence address	and names of children
Date and place of birth	Education and degrees
  - b. A brief description of the service record of the nominee;
  - c. A summary paragraph telling why the candidate merits consideration.
2. A written statement no more than three additional pages in length containing:
  - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
  - b. Human interest factors especially related to the career service.
  - c. Comments on civic activities or organizations in which the nominee has participated. This can include participation in professional societies, social welfare activities, civic, and church activities.
  - d. A one-paragraph description of the process used in nominating the candidate.

Supplemental material may be attached in support of the nomination but the foregoing statement should stand on its own.

### *Closing Date*

Nominations must be submitted by December 1, 1959 to the Awards Committee, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on March 15, 1960.

## The Judges

A special committee appointed by the Officers and Executive Committee of the National Civil Service League will serve as Judges.

### President

#### NICHOLAS KELLEY

Kelley, Drye, Newhall & Maginnes

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ROBERT L. JOHNSON, Chancellor  
Temple University

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## NATIONAL CIVIL SERVICE LEAGUE

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